

TEXAS BOARD OF VETERINARY MEDICAL EXAMINERS

JOB DESCRIPTION

Job Posting:	TBVME16-08	Classification Title:	License & Permit Specialist I
Openings:	One (1)	Position Title:	Licensing & Finance Assistant
Salary Group:	B12	Posting Date:	March 17, 2016
Monthly Salary:	\$2,320 - \$2,400 per month	Close Date:	Until filled

The following Military Occupational Specialty codes are generally applicable to this position:

- Air Force: 3A100, 3A111, 3A131, 3A151, 3A171, 3A191, 3A1X1
- Army: 56M
- Marines: 0111
- Navy: 641, 001802

GENERAL DESCRIPTION:

Performs administrative support work for the Chief Fiscal Officer and the Director of Licensing and Examinations. Work involves support functions in fiscal and licensing/examinations as well as other administrative duties as required.

DUTIES AND RESPONSIBILITIES:

LICENSING: (50%)

- Examines and evaluates contents of application packet to verify completeness and accuracy, and determine if applicants are qualified to obtain licensure by evaluating compliance with applicable statute and Board Rule.
- Communicates with applicants and licensees, orally and in writing, regarding application and licensing policies and procedures. Answer applicant and licensee questions and disseminates information regarding licensing policies, procedures, and regulations.
- Assists with administration of the State Board Exam. Prepares and disseminates exam materials and results.
- Assists with license renewals. Prepares license renewal notices for mailing; conducts point-of-entry analysis of online and paper renewals for completeness; prepares and data enters renewal information into database; answer questions from licensees regarding their renewals; research and report problems with Texas Online Renewal System to Licensing Director and State of Texas online renewal vendor.
- Updates and maintains database and filing systems for applicant and licensee files, both paper and electronic.
- Assists with other special projects or duties as assigned.
- Trains other administrative support staff in processing and entering licensing information into Sugar.

FINANCE: (50%)

- Prepares deposits and enters data into a database.
- Maintains files of deposits.
- Maintains vendors on the Texas Payee Information System.
- Enters data into USAS
- Maintains electronic logs and paper files of expenditures, deposits and vouchers.
- Serves as back up to the Purchaser.

Minimum Qualifications:

High school graduate or equivalent, including courses in typing and business practices. Two years progressively responsible experience in general office practices and procedures. Experience in computer spreadsheets, word processing, and database.

Preferred Qualifications:

Experience on the Uniform Statewide Accounting System (USAS) and the Uniform Statewide Personnel System (USPS). Experience with State of Texas purchasing procedures. Advanced college level courses are preferable.

Knowledge, Skills and Abilities:

- Should have considerable knowledge of basic accounting skills, common software programs, spelling, punctuation, and grammar.
- Demonstrated ability to work with minimum supervision; work effectively with board members and agency professional and support staff.
- Demonstrated skill in operating computers and other office equipment.
- Demonstrated ability to understand and carry out oral and/or written instructions.
- Meets and deals effectively with the public.
- Makes decisions in accordance with agency rules, regulations and procedures.

Equipment/Software Used in Performing Essential Functions:

Equipment: Personal computer, printer, fax, copier, scanner. Software: Word, Excel, Access, Outlook. Multi-line phone equipment.

Working Conditions:

Climate controlled office environment.

Contact With Others:

Communicates with a wide range of people by phone and in person as well as in writing on a daily basis.

To Apply:

Complete a State of Texas Application form and submit it to:

Texas Board of Veterinary Medical Examiners
Attn: Human Resources
333 Guadalupe 3-810
Austin, Texas 78701
(512) 305-7574 fax
HR@veterinary.texas.gov

RESUMES WILL NOT BE ACCEPTED IN PLACE OF A COMPLETED APPLICATION

The Texas Board of Veterinary Medical Examiners is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors. Applicants should communicate requests for disability-related accommodations during the application process to our Human Resources Office at (512) 305-7563

Proof of Identity and Eligibility to Work in the United States: The Immigration Reform and Control Act of 1986 requires all new employees to present proof of identity and eligibility to work in the United States.

Selective Service Requirement: Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.